



Credential Application

Remit to:
State of Wisconsin
Department of Commerce-Credentialing
P.O. Box 78780
Milwaukee WI 53293-0780
Phone (608) 261-8467
TDD #: (608) 264-8777 7:45 a.m. - 4:30 p.m.
E-mail: madisoncred@commerce.state.wi.us

Personal information you provide may be used for secondary purposes [Privacy Law, s. 15.04(1)(m)].

**THE CREDENTIAL WILL NOT BE
PROCESSED UNLESS YOU :**

- A. Sign and date this form;
- B. Submit a complete application with all blanks filled in or marked non-applicable;
- C. Attach the specified fee; and
- D. Attach documents if specified on this application.

Instructions: Please review the pre-printed information in the boxed portions of this application. Clearly print corrections or new information where needed. Please use a color of ink other than black. **Be certain to sign and date the application.** The applicant's social security number is mandatory information. **Make a photocopy of the completed application for your records.**

By signing below, the applicant swears that all information provided on this application is true, accurate and that the credential requirements are met. **Notice: Information collected may be used for participation surveys, eligibility for approvals, law enforcement (including child support and tax delinquency enforcement) purposes and other secondary purposes. The Department may also provide this information to requesters pursuant to Wisconsin's open records law, ss. 19.31-19.39 stats. Social security numbers are required when applying for a license according to Wisconsin Stats. But they may not be disclosed to anyone except other State of Wisconsin governmental agencies.**

Applicant Information	
Applicant's Social Security No:	
Applicant's Name (First, Middle and Last):	
Address No. & Street, or P.O. Box:	
City, Town or Village, State, Zip + 4 Code:	
Country, If Other Than United States:	
Telephone No. (include area code):	
If Available, Fax No. (include area code):	
If Available, E-mail Address:	

Applicant's Signature

Date (mo/day/yr)

Send application and payment to: State of Wisconsin, Department of Commerce-Credentialing, P.O. Box 78780, Milwaukee, WI 53293-0780

Overnight mail delivery and Office location: State of Wisconsin, Department of Commerce-Credentialing, 201 W. Washington Ave., Madison, WI 53703

All other correspondence: Wisconsin Department of Commerce, Safety & Buildings Div., P.O. Box 7082, Madison, WI 53707

RENTAL WEATHERIZATION INSPECTOR CERTIFICATION

Application and Exam Fee (nonrefundable): \$30.00 class code 7646

Make checks payable to: Department of Commerce. The fee consists of a \$10 application fee and an exam fee of \$20. When the exam is passed, the applicant will be asked to pay a \$30 credential fee which will be prorated because the credential expires on a specific date. The credential, which will be issued after the exam is passed and the prorated credential fee paid, will be effective for 4 years from June 30th.

We are going to put phone numbers in the list of Rental Weatherization Inspectors on our website. If you do not want your phone number listed, please let us know.

Obtaining continuing education credits in order to renew this license will no longer be required.

Reason for Credential: No person may inspect rental units for compliance with ch. Comm 67, Rental Unit Energy Efficiency Standards, unless the person holds a credential issued by the department as a Certified Rental Weatherization Inspector.

Requirements of Credential: A person who inspects rental units as a Certified Rental Weatherization Inspector shall:

- Maintain a record of the inspections made including the dates and the findings of the inspections;
- Provide a copy of the inspection record to the rental property owner or his or her agent; and
- Make available to the department upon request inspection records.

A person who holds the credential shall carry on his or her person the credential issued by the department while performing or conducting the activity or activities permitted under the credential.

Examination: In order to obtain the credential the applicant must obtain a score of at least 70% on an examination. The exam will cover chapters Comm 2 and Comm 5 of the Wisconsin Administrative Code and chapter Comm 67 of the Rental Weatherization Code. This exam is open book. Copies of the Codes may be obtained from Document Sales @ (608) 266-3358 or @ (800) 362-7253. Exams are updated the month after any code revisions.

Scheduling 2008 exams: S&B offers exams on Saturday once each month in 14 cities and on specific week days in 4 cities. To schedule an exam:

- Choose a city and put a check mark behind the date you would like to take the exam. Record a telephone number where you can be reached during the day in case that exam is filled.
- Submit the **fee and this application to the division at least 30 days in advance of the exam date chosen.** Keep a copy of this application for your records.
- If special accommodations are needed, contact Safety and Buildings, 608-261-8467, prior to submitting your application.
- You will receive a letter from S&B when division staff process your exam request. You will receive a second confirmation letter about a week before the exam date for those cities and dates that are shown below without a location noted.*

* The Department of Commerce, Safety and Buildings Division, is partnering with the state Office of State Employee Relations (OSER) to offer exams on the second Saturday of each month in 14 different cities. Exams follow the same rules as the exams proctored by Safety and Buildings staff. The specific exam location, which changes due to varying numbers of registrants, will be confirmed for attendees in a letter from OSER about one week before the exam. Contact OSER with any questions after receiving the final confirmation letter, by phone, 608-267-1013 or email wicertexams@wisconsin.gov.

Exam Name: RENTAL WEATHERIZATION INSPECTOR	This is a 3-hour exam
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Daytime Phone Number:	
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Weekday Exams

Eau Claire - Ramada Center, 205 S. Barstow St., 715-835-6121

August 20 ☐ September 17 ☐ October 15 ☐

Green Bay - Hotel Sierra, 333 Main St, 920-432-4555

August 13 ☐ October 9 ☐

Pewaukee - Waukesha County Technical College, 800 Main St, 262-695-3474

September 10 ☐ October 22 ☐ November 11 ☐

Saturday Exams

Ashland - A letter confirming the date, time and specific location will be sent to you.*

September 13 ☐ October 11 ☐ November 8 ☐ December 13 ☐

Eau Claire - A letter confirming the date, time and specific location will be sent to you.*

September 13 ☐ October 11 ☐ November 8 ☐ December 13 ☐

Fond Du Lac - A letter confirming the date, time and specific location will be sent to you.*

September 13 ☐ October 11 ☐ November 8 ☐ December 13 ☐

Green Bay - A letter confirming the date, time and specific location will be sent to you.*

September 13 ☐ October 11 ☐ November 8 ☐ December 13 ☐

Kenosha - A letter confirming the date, time and specific location will be sent to you.*

September 13 ☐ October 11 ☐ November 8 ☐ December 13 ☐

La Crosse - A letter confirming the date, time and specific location will be sent to you.*

September 13 ☐ October 11 ☐ November 8 ☐ December 13 ☐

Madison - A letter confirming the date, time and specific location will be sent to you.*

September 13 ☐ October 11 ☐ November 8 ☐ December 13 ☐

Milwaukee - A letter confirming the date, time and specific location will be sent to you.*

September 13 ☐ October 11 ☐ November 8 ☐ December 13 ☐

Platteville - A letter confirming the date, time and specific location will be sent to you.*

September 13 ☐ October 11 ☐ November 8 ☐ December 13 ☐

Rhineland - A letter confirming the date, time and specific location will be sent to you.*

September 13 ☐ October 11 ☐ November 8 ☐ December 13 ☐

Rice Lake - A letter confirming the date, time and specific location will be sent to you.*

September 13 ☐ October 11 ☐ November 8 ☐ December 13 ☐

Superior - A letter confirming the date, time and specific location will be sent to you.*

September 13 ☐ October 11 ☐ November 8 ☐ December 13 ☐

Wausau - A letter confirming the date, time and specific location will be sent to you.*

September 13 ☐ October 11 ☐ November 8 ☐ December 13 ☐

Wisconsin Rapids - A letter confirming the date, time and specific location will be sent to you.*

September 13 ☐ October 11 ☐ November 8 ☐ December 13 ☐